

General

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- a. Purpose of Meeting. Report on significant events which have occurred; items of current interest; Future -
- b. New ARO's - Introduce -
- c. Conduct of Meeting - Informal and presentation by Staff Members.



Consolidation of Vital Records and Records Center Operations 2

- STAT a. VIR. - ☐ Commo
- b. R.C. - Management Staff
 - c. Reasons for Change -
 - Eliminates Confusion
 - Balancing of Manpower
 - Some Overlapping of Deposits

Processing Requisitions for Filing Equipment 3

No more purchases will be made for safes and filing cabinets for Headquarters use.

Substitutions of safes and filing cabinets will be made whenever possible.

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RECORDS CENTER REQUESTS FOR SERVICE - ☐

- a. Service - 2 Courier Trips
- b. Telephone - Special -
- c. Expedite -
- d. Volume of Telephone Requests
- e. Results of Check Up.

He will - they will

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Transfer of Records to and from Federal Agencies -

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- A. Regulation - Purpose
- B. Accountability for Transfer

⁶ Records Control Schedule For DD/P Support Records - ⁶

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- a. Purpose
- b. Committee
- c. Status

STAT ANNUAL REPORT -

7

*Commissioner To He
Bldg. Planning Staff Contact*

STAT Courier Receipt and Log Record -

8

STAT Forms Index -

9

*"HOW TO, etc" Develop an Effective
Records Retention Schedule
F. L. Swann, D.E.*

*Management Methods, May 1959, Top
Management Looks at the Costly Paperwork
American Business, June 1959, Retain or
Destroy - Ida Welch - American Businessman.*

11 Future Program

Work Shops

Orientation
Forms
Disposition
Filing Systems
Filing Equipment
Shelf - Specialty
Reports
Correspondence

Sept.

12 Hand Out Materials 12